

DEPARTMENT OF STATE

DEPUTY UNDER SECRETARY FOR ADMINISTRATION

January 29, 1965

MEMORANDUM TO: A - Mr. Porter

SUBJECT: Moratorium on Purchase of New Filing Cabinets

The President has declared a moratorium on the purchase of filing cabinets. He stated that:

"For the duration of this moratorium, agencies will meet their current need for file cases by accelerated disposal of old records either by destruction or by transfer to Federal Records Centers."

The Secretary has stated several times that too much space was being used for files that are only consulted occasionally.

I want Bill Trone to undertake personally, with the assistance of the Executive Directors, a comprehensive review of the filing cabinet situation. Have every office review all records that are dated prior to 1964 and destroy or retire everything that is not absolutely needed for current use. At the same time, combination safe files should be examined and only those containing Top Secret material retained. All filing equipment freed by this review shall be physically withdrawn from the Bureau involved.

Report to me within a month what action has been taken to implement the President's moratorium.

WJC

William J. Crockett